



BIO-MEDICAL RESEARCH APPLICATION GUIDELINE

A: DESCRIPTION

House Bill 2 passed by the Legislature in 2007 appropriated \$2 million for the Montana Department of Commerce to contract with a qualified applicant to conduct bio-medical research. The department is requesting proposals from Montana-based, private, non-profit research institutions for research that has the potential to significantly and positively impact the following:

- The health of Montana citizens and/or,
- The health of Montana livestock and,
- The economic benefit to the State of Montana and its citizens relative to increased employment by the applicant and continuation of existing operations of the applicant.
- The economic benefit to the State of Montana as a result of expanded research infrastructure.
- The opportunity for educational opportunities for Montanan's in research activities.

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| Eligibility: | Montana-based, private non-profit research institutions. |
| Award Amount: | \$2 million |
| Match Requirements: | The applicant is required to provide a match <u>of at least \$2 million</u> to receive this grant. Match may include grants, loans and/or investments for proposal related costs and activities. The Department will consider recent purchases of fixed assets directly related to the proposal and will consider matching funds to be obtained over the following 12 months. |
| Application Due Date: | September 14, 2007 |

B: GRANT APPLICATION INSTRUCTIONS

The Business Resources Division in the Montana Department of Commerce is the primary point of contact for initiating a grant application and working through the process leading to a grant award. The application should follow the format

and provide responses to the categories of information requested below. The application should be submitted with a cover letter on company letterhead and signed by an authorized company official. Please submit applications to:

Bio-Medical Research Application

Attn: Mr. Andy Poole

Business Resources Division

Montana Department of Commerce

P.O. Box 200505

Helena, MT. 59620-0505

Contact Information: Andy Poole, Division Administrator, Business Resources Division, (406) 841-2707 **apoole@mt.gov**

Deadline: September 14, 2007

C: APPLICATION

Important! : Responses to the application should;

- ❑ be in the order discussed below;
- ❑ include a separator or Section Title page, and;
- ❑ the content behind the separator page should not be longer than indicated for each section of the application shown below.

Cover Letter: The application should be submitted with a cover letter on company letterhead and signed by an authorized company official.

Section 1: Innovative Research: The applicant will detail the nature of the research being conducted by the organization and describe the innovative nature of the research that is proposed. The information provided will be in laymen's terms to the extent possible. (Maximum of 2 pages)

Section 2: Potential Human Health Benefit of the Proposed Research: The applicant will discuss the potential benefit that the research proposed in the application would have in alleviating the harm of or curing human disease. (Maximum of 2 pages)

Section 3: Potential Livestock Health Benefit of the Proposed Research: The applicant will discuss the potential benefit that the research proposed in the application would have in alleviating the harm of or curing livestock disease. (Maximum of 2 pages)

Section 4: Qualifications and Stability of Applicant: The applicant will fully describe the history and capability of the applicant organization including its

length of time in operation, its connection to Montana, the types of activity undertaken by the research institution over time, and the degree and type of financial support provided to the institution by governmental and private financial supporters. (Maximum 5 pages)

Section 5: Financial Information: The applicant will provide their last three years of financial reports to include an income statement and a balance sheet.

Section 6: Qualifications of the Staff: The applicant will describe the qualifications of the employees who will work on the proposed research project. The response can include the resumes of the individual(s) who will be performing the research. (Maximum of 10 pages)

Section 7: Economic Benefit: The applicant will detail the economic benefit that the proposed research project will provide to the State of Montana. The applicant will detail the economic benefit that the applicant organization provides to the State of Montana. (Maximum of 2 pages)

Section 8: Education Benefit: The applicant will describe the educational opportunity, if any, that the research outlined in their proposal will afford to Montana citizens and the benefit that might accrue to those individuals and the State of Montana in the future. (Maximum of 1 page)

Section 9: Research Infrastructure Benefit: The applicant will describe any research infrastructure including buildings and/or laboratories that will be constructed as a result of the proposal. (Maximum of 1 page)

Section 10: Matching Funds: the applicant will indicate the matching funds that will be provided by the organization for the \$2 million grant. (Maximum of 1 page)

D: Confidentiality Agreements

Once information is submitted to the Department, the information is subject to the public's right to know pursuant to Article II, Section 9 of the Montana Constitution. Written information is subject to the right of citizens to inspect and copy pursuant to § 2-6-102, MCA, unless there is an individual privacy interest that clearly exceeds the merits of public disclosure.

Prior to any potentially confidential information being submitted, the company may enter into a confidentiality agreement with the Department and provide an affidavit so that there is a clear understanding of the rights and obligations of the company relative to protection of sensitive information in Montana. A sample agreement will be provided upon request.